



Event Notification Form

All local and area fundraising projects must be pre-approved by the SONC state office 60 days prior to the beginning of the project. Please fill out the following form completely, submit the original copy to the SONC state office and retain a copy for your records. Special Olympics NC will notify you with an approval within two weeks of receipt of this application. When this application is approved, applicant is granted permission to use the SONC & LETR logos, which must be used in association with the event's promotion.

- Pre-approval must be obtained to determine if SONC insurance coverage of the event will apply without additional premium
- All contracts required to organize the event must be signed by the President of SONC
- All volunteers must have current SONC Volunteer Application Forms on file with the SONC state office

Name of Person Submitting Form: _____

Law Enforcement Agency: _____

Event Agency Coordinator Name: _____

Name of Event: _____

Event Address: _____

Phone Number to Contact: (____) _____ Fax: (____) _____

Date(s) of Event: _____

Expected expense cost: _____

Registration Time: _____ Time Event Begins: _____ Time Event Ends: _____

Entry Fee: _____ Cost for Spectators: _____

Entry Fee can be Raised: Yes _____ No _____

Please describe the event **with as much detail as possible (include all COVID-19 safety precautions):**

Please attach a copy of all promotional materials.

*** If supporting event materials are needed, please fill out a Materials Order Form ***

- I would like SONC to make my agency an online registration/fundraising page. Yes _____ No _____
 - If yes, fill out **CLASSY FUNDRAISING PAGE** section on the back.
- Have you reached out to your SONC local program for volunteers and athlete support? Yes _____ No _____
 - (If no, check SONC website for local program information.)
- Have you filled out an Athlete Request Form? Yes _____ No _____
- Are alcoholic beverages being served at this event? Yes _____ No _____
- If yes, is there a charge for the alcoholic beverages? Yes _____ No _____
- Will hazardous activities take place at the event? Yes _____ No _____
 - (For example: fireworks, bungee jumping, aviation or watercraft)
 - Please list: _____
- SONC holds a general Certificate of Liability Insurance
 - Is additional event insurance required by venue? Yes _____ No _____
 - If yes, fill out **INSURANCE REQUEST** section on back.
- Is a contract required? Yes _____ No _____
 - (If yes, please attach contract for approval and signature by SONC.)

This application does not grant standing approval for fundraising projects. A separate application of approval must be submitted each time a project is planned.

Approved by: _____ Title: _____ Date: _____
(SONC Staff)

Please email or fax a copy of this form to:
nctorchrun@sonc.net or 919-355-0009



Classy Fundraising Page Information Section

In order to create a successful fundraising page, we need as much detail as possible about the event.

Please email the following to Aaron George ageorge@sonc.net

- **Agency badge or patch image file**
- **Photographs of past or related event**
- **Agency images to enhance the overall look of the page**

Registration fee(s) specifics on levels:

What your agency would like in the information section? This is the main body of the fundraising page so keep it simple and straight forward i.e. event timeline, who, what, where, prizes, contests, hospitality, etc.

Overall Event Fundraising Goal: _____

Event Contact Name: _____ Phone Number: (____) _____

Fundraising Page Administrator (Administrator will have access to update/edit information and read registration/fundraising reports):

Admin Name: _____

Admin Email: _____

Event Insurance Request

Venue contact name requesting insurance and/or to be named additionally on insured:

Phone Number: (____) _____ Fax: (____) _____ E-mail: _____

Venue Name: _____

Venue Address: _____